# Deadlines

### Spring Registration Deadlines:

- **Jan 19:** 4th class day. Last day students may late register online ($25 late fee). Tuition and fee payments due by 5pm. Students must confirm their registration to avoid cancellation.

- **Jan 22:** 5th class day. Students can only late register within THE DEPARTMENT OFFERING THE COURSE ($50 late fee).

- **January 31:** 12th class day. Last day to delete drop (full refund) or add a course through the department offering the course. All registration changes should be completed by this day. Last day to request a leave of absence for the spring semester with a petition.

- **February 1:** 13th class day. Late registration fee now $200 (MUST PAY SAME DAY). Dean's approval needed to late register. Form and Petition Letter required to be walked to Dean's office. Late registration forms must be walked through our office – no drop offs or emails! ([https://gradschool.utexas.edu/academics/policies/late-registration](https://gradschool.utexas.edu/academics/policies/late-registration))

- **February 12:** 20th class day. Last day to Q-drop a course without the instructor's approval (no refund). Q/F period begins February 13. Last day to Withdrawal from the Spring Semester with a partial refund.

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### April:

- **April 13:** Last day to apply for graduation

- **April 23:** Last day to change grading status of a course to credit/no credit & last day for new doctoral candidates to change registration to dissertation

### May:

- **May 4:** Deadline for submission of final work for graduating students, including dissertations, theses and reports

# Announcements & Opportunities

- **2/09/2018 - Upcoming workshops from the Graduate School**
  - 1/30/2018 - Eyes on Teaching
  - 1/29/2018 - AERA Grant Funds
  - 1/26/2018 - The STEM Education GSO is hosting the Gender and Sexuality Center's LGBTQ+ Allyship Workshops I & II
  - 1/25/2018 - Career Diversity Symposium
  - 1/25/2018 - Graduate Teaching Showcase
  - 1/17/2018 - Call for Applications - UBONGO; 10-12 Week Paid Summer Internship, 2018, Dar es Salaam, Tanzania
  - 1/11/2018 - AIR internship

## 2/09/2018 - Upcoming workshops from the Graduate School

Using the Thesis/Dissertation Templates

Presented by Bob Penman

Thursday, March 1, 2018

1PM – 2PM

PCL Learning Lab 1

The Graduate School distributes a set of thesis and dissertation templates in Microsoft Word for Apple and Windows computers, which will help you format your paper according to current requirements. This workshop will help you learn to use the templates, and will cover such topics as the use of styles, correct page numbering, and table of contents generation.

No RSVP is required for this workshop.

For more information, see our website at: [https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requ irement#formatting](https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requ irement#formatting)

For questions, contact Bob Penman at bpenman@austin.utexas.edu

Master's Degree Candidate Workshop
At this workshop, we will review the guidelines and deadlines for graduation this semester. Topics will include applying to graduate, how to submit your thesis or report to the Texas Digital Library and your final paperwork submission to the Graduate School. There will be time for Q & A.

To register to attend the workshop, click on this link: https://utexas.qualtrics.com/jfe/form/SV_39mPCHTDBO0om5n

For more information, see our web site at https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions.

For questions, contact Holly Bhasin at holly.bhasin@austin.utexas.edu

Master’s Degree Candidate Workshop
Presented by Holly Bhasin
Tuesday, April 3, 2018
11AM – 12PM
POB 2.402

At this workshop, we will review the guidelines and deadlines for graduation this semester. Topics will include applying to graduate, how to submit your thesis or report to the Texas Digital Library and your final paperwork submission to the Graduate School. There will be time for Q & A.

To register to attend the workshop, click on this link: https://utexas.qualtrics.com/jfe/form/SV_8JoTGqC46xLDv

For more information, see our web site at https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions.

For questions, contact Holly Bhasin at holly.bhasin@austin.utexas.edu

Adds/Drops and Retroactive Adds/Drops – for Graduate Coordinators
Presented by Diana Larkin
Thursday, March 8, 2018
1PM – 2PM
POB 2.402

At this workshop, we will review the procedures for graduate student adds/drops, retroactive add/drops, and their associated petitions. We will have time for Q & A.

To register for this workshop, click this link: https://utexas.qualtrics.com/jfe/form/SV_1GnSvqCf9Ir1NsN

For questions, contact Diana Larkin at diana.larkin@austin.utexas.edu

Doctoral Degree Candidate Workshop
Presented by Renee Babcock
Tuesday, February 27, 2018
1PM – 2PM
POB 2.402
At this workshop, we will review the guidelines and deadlines necessary for graduation this semester. Topics will include applying to graduate, scheduling your defense, submitting your dissertation or treatise to the Texas Digital Library, requesting an embargo, IRB & IOC requirements, and reviewing what paperwork you must submit to the Graduate School. There will be time for Q & A.

To register for this workshop, click this link: https://utexas.qualtrics.com/jfe/form/SV_3QwLdCe9uoOxAA1D

For more information, see our web site at https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions.

For questions, contact Renee Babcock at r.babcock@austin.utexas.edu

Doctoral Degree Candidate Workshop
Presented by Renee Babcock
Wednesday, March 28, 2018
1PM – 2PM
POB 2.402

At this workshop, we will review the guidelines and deadlines necessary for graduation this semester. Topics will include applying to graduate, scheduling your defense, submitting your dissertation or treatise to the Texas Digital Library, requesting an embargo, IRB & IOC requirements, and reviewing what paperwork you must submit to the Graduate School. There will be time for Q & A.

To register for this workshop, click this link: https://utexas.qualtrics.com/jfe/form/SV_9vLx5RdsLKm9plj

For more information, see our web site at https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions.

For questions, contact Renee Babcock at r.babcock@austin.utexas.edu

Open Access Publication & Embargoes
Presented by Renee Babcock
Thursday, March 29, 2018
1PM – 2PM
POB 2.402

UT requires open access publication of all theses, reports, and dissertations. However, the Graduate School can temporarily delay the publication (embargo) of your thesis or dissertation for up to two years. This workshop will clarify open access publication, your rights as the copyright owner of your thesis or dissertation, reasons why you might want to embargo your thesis or dissertation, and the procedures for doing so. We will also cover general information on copyright and fair use. There will be opportunity for Q&A.

To register to attend the workshop, click this link: https://utexas.qualtrics.com/jfe/form/SV_9H1mdBCMsZ1F2Z

For more information, see our web site at https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions.

For questions, contact Renee Babcock at r.babcock@austin.utexas.edu

1/31/2018 - Intersectional Qualitative Research Methods Institutes ACCEPTING APPLICATIONS

We are excited to announce two programs that advance the mission of inclusion of underrepresented minority doctoral students and early career faculty in the fields of behavioral and social sciences and education.

The Consortium on Race, Gender, and Ethnicity at the University of Maryland and the Latino Research Initiative at The University of Texas at Austin seek participants for the following two programs:

- **Intersectional Qualitative Research Methods Institute for Early Career Faculty** (IQRMI-ECF) focuses on methodological skills, writing for publication, and navigating the academic environment to ensure retention, tenure, and promotion.
We need your help in spreading the word to prospective participants. Institute goals are to provide early career faculty and advanced doctoral students with practical experience to enhance qualitative intersectional research skills, writing skills and scholarly practices, and to create a network of intersectional scholars.

**We are now accepting applications:**

- IQRMI-ECF at the University of Maryland will take place June 3-8, 2018. Apply [here](#).
- IQRMI-ADS at The University of Texas at Austin will take place June 24-29, 2018. Apply [here](#).

Deborah Parra-Medina, MPH, PhD, FAAHB  
Director, Latino Research Initiative  
Professor, Mexican American and Latina/o Studies  
College of Liberal Arts  
The University of Texas at Austin  
(512) 475-9315  
[http://liberalarts.utexas.edu/lri/](http://liberalarts.utexas.edu/lri/)

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**1/30/2018 - Eyes on Teaching**

Please join UT Faculty for the second annual Eyes on Teaching event! Eyes on Teaching 2018 will take place across the UT Austin campus on February 7 and 8, 2018. In partnership with the Provost’s Teaching Fellows and the Faculty Innovation Center (FIC), the purpose of the event is to help strengthen the culture of teaching at UT Austin by providing an opportunity for faculty and graduate students to visit other classrooms and observe different teaching styles and learning environments, which will facilitate meaningful conversation around teaching and learning across the university.

Eyes on Teaching is about creating an opportunity for UT’s educators to watch their colleagues teach, and to talk with each other about their teaching successes and struggles. Eyes on Teaching will help faculty and graduate students improve their own teaching and make connections across campus they might not have otherwise.

If you would like to see the 70+ available courses for observation, please visit our website [here](#) and sign up for available slots [here](#).

We look forward to teaching and learning with you!

Best,

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Sarah Schoonhoven | Administrative Associate  
She/her/hers  
The University of Texas at Austin  
Faculty Innovation Center, Project 2021  
512-475-6386 | Mail Stop G2100

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**1/29/2018 - AERA Grant Funds**

This year, Division K will award ten $300 travel scholarships to early career scholars and advanced doctoral students in financial need who will be presenting a paper at the 2018 AERA Annual Meeting in New York, NY in April. Given the Equity and Inclusion Committee’s call to promote diversity and equity, special consideration will be given to requests from scholars of color and international scholars. Special consideration will also be given to papers being presented as part of the Division K program. Applicants must be members of Division K. Travel award requests should include the following information:

1. Name, title, and institutional affiliation.
2. Contact information, including mailing address, phone and email address.
3. An abbreviated CV (no more than 3 pages).
4. Copy of AERA acceptance note for paper proposal.
5. Title of your paper presentation and a short abstract of your paper.
6. A brief description of your need for travel assistance.

If you wish to be considered for one of these travel awards, please send the materials requested to Dr. Gholnecscar “Gholdy” Muhammad, Division K Equity and Inclusion Chair, at gmuhammad@gsu.edu. Materials should be submitted as one PDF document. Deadline for submission: March 2, 2018 at 5:00PM EST.

The Division K Sub-Committee for Travel Awards will review proposals and notify awardees only by March 16.

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Joan E. Hughes, Ph.D.
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244M Sanchez Building
The University of Texas at Austin
Phone: 512.232.4145
Sign up for LT program area office hours@ http://tinyurl.com/jehofficehours
Graduate Advisor, Curriculum and Instruction Department
436G Sanchez Building
CI Graduate Advising Office Hours -
(512) 232-9688
Tues: 12:30-2:30;
Thurs: 3:00-5:00 - confirm via email.
Email: joanh@austin.utexas.edu

1/26/2018 - The STEM Education GSO is hosting the Gender and Sexuality Center’s LGBTQA+ Allyship Workshops I & II

What People Are Saying:

“I feel more comfortable knowing language that can make students/faculty/staff be more aware.” – Faculty Member

“Handouts are wonderful. Discussions/scenarios to think about were easily relatable to my job.” – Staff Member

“I have more language skills to speak about the issues. I feel empowered.” – Graduate Student

“I now have concrete ideas for making change.” – Graduate Student

Allyship Toolkit Part 1– Affirming LGBTQA+ People: Interpersonal Allyship– Friday, March 2 from 1-3PM at SZB 505:

In this intersectional workshop for LGBTQA+ and non-LGBTQA+ identified people, you will learn and practice a series of vocabulary tools for your support of LGBTQA+ justice in your classrooms, offices, and conversations. You will learn and practice describing the differences between assigned sex, gender identity, gender expression, sexual orientation, and romantic orientation; you will reflect on your own identities. You will practice identifying – and enacting bystander intervention in – microaggressions around gender identity, gender expression, sexual orientation, and romantic orientation. And you will set your intention for inclusive language (including pronouns) for your communities. You will also learn about existing and necessary campus resources for LGBTQA+ people. Attend this workshop on its own or continue on to Practicing Allyship (Ally Toolkit Part 2) with the option to join Allies in Action. LGBTQA+ Identities (Ally Toolkit Part 1) is a prerequisite for Practicing Allyship (Ally Toolkit Part 2).

Allyship Toolkit Part 2– Affirming LGBTQA+ People: Organizational Allyship– Friday, March 9 from 1-3PM at SZB 505:
In this workshop for LGBQA+ and straight people as well as for TQA+ and cisgender people (and people whose identities overlap), you will learn and practice interrupting systemic oppression of LGBTQA+ people in your classrooms, offices, and conversations. You will learn about and practice identifying how multiple systems of oppression (including racism, ableism, classism, and sexism) overlap with heterosexism and cisgenderism on our campus. You will reflect on your own social identities, your relationship with systems of oppression, and your roles in interrupting oppression to make campus safer and more welcoming for all LGBTQA+ communities. At the end of this workshop, you will have the opportunity to sign the Ally Program Pledge and receive the Ally Card. Prerequisite: LGBTQA+ Identities (Ally Toolkit Part 1).

Please RSVP at https://goo.gl/forms/QtFpMVFPuXvKy14C2.

STEM Education Graduate Student Organization
stemedgso@gmail.com
stemedgso@googlegroups.com

1/25/2018 - Career Diversity Symposium

Looking for a career outside academia? Nervous about the job market? Want to learn more about what careers are available to graduate degree recipients? Join graduate students from across COLA and the university at this year’s Career Diversity Symposium. Engage in panels and workshops featuring UT Alumni at this two-day event. This symposium has been curated by graduate students for graduate students.

Pre-register at https://utexas.qualtrics.com/jfe/form/SV_aXhSgGsXjVRadX7 or tinyurl.com/CareerDiversity

1/25/2018 - Graduate Teaching Showcase

From noon to 3 p.m. on March 23, 2018 in PCL Learning Lab 1, the Faculty Innovation Center will collaborate with our partners at UT Libraries to hold our second Graduate Teaching Showcase, an event that highlights strong graduate student teaching at UT by showcasing four graduate students’ quick and engaging talks about their experiences in the classroom.

Any UT graduate student instructor can compete for a chance to present. FIC staff will review proposals and select four graduate students to tell a compelling story about teaching in 5-7 minutes to an audience of fellow UT graduate students, faculty members, and staff. Those selected will win an Faculty Innovation Center teaching award that comes with a $50 prize. Proposals must be submitted here by February 5th at 5pm.

1/17/2018 - Call for Applications - UBONGO; 10-12 Week Paid Summer Internship, 2018, Dar es Salaam, Tanzania

Ubongo, a leading Edutainment company based in Dar es Salaam, Tanzania, is seeking up to three University of Texas students to participate in a 10-12 week paid internship in Summer 2018. Ubongo is a social enterprise that creates interactive edutainment for kids in Africa. Ubongo broadcasts educational TV cartoons and radio programs programs in Swahili, English and French in over 26 countries. Ubongo also conducts extensive analytical research on children’s educational learning through media.
Ubongo is interested in University of Texas student interns (graduate or undergraduate) with interests and skills in education and development, research and data analytics, infographics, program evaluation, grant writing, proposal design and management, and quantitative and qualitative fieldwork skills (e.g. focus group design and rapid experiments around student learning). The ideal UT student candidate will have a strong interest in children’s education with a focus on East Africa, and a strong desire to learn new skills and work independently in a creative work environment. Swahili skills are welcome, but not necessary for these positions.

Ubongo is also interested in welcoming proposals from undergraduate or graduate students from across the UT campus who may be interested in working with Ubongo during the Fall 2017 and/or Winter 2018 semesters on student-initiated projects that align with the Ubongo’s mission. Students may align this work, for example, with undergraduate or graduate thesis work or study abroad. All things equal, preference will be given to Liberal Arts students (particularly those enrolled in Plan II), but all UT students – graduate and undergraduate – are encouraged to apply.

Students serving in summer internships will receive stipends in the amount of approximately $6500 to cover the costs of travel, housing, and other expenses. Students seeking fall or winter internships will need to develop a budget proposal, in consultation with Dr. Weaver.

Note: all UT students participating in sponsored internships must secure travel authorization from the UT International Office prior to travel. More information on UT’s travel policy can be found at https://world.utexas.edu/risk/authorization/students

Application Instructions

Please complete and submit the following materials by February 15, 2018 to Dr. Catherine Weaver, Co-Director, Innovations for Peace and Development at ceweaver@austin.utexas.edu.

1. Information Cover Sheet
   - Full Name
   - Contact Information (email address, phone number, physical address)
   - Current student rank at The University of Texas (e.g. “Third Year Undergraduate; “First Year MA student”)
   - Major(s) at the University of Texas (e.g. Government, Plan II, Education, Public Affairs)
   - Planned year of graduation
   - The names and contact information for three professional or academic references

2. Cover letter
   - Please address this to Dr. Weaver, Co-Director of Innovations for Peace and Development and Ms. Nisha Ligon, CEO of Ubongo
   - Discuss why you may be interested in this internship opportunity with Ubongo
   - Describe your key interests and skills that may align with the objectives of this internship program
   - Describe any prior travel or work experience (including research experience) that may be relevant to this position
   - Please describe your foreign language skills
   - Please tell us how this internship opportunity would benefit your own educational and professional objectives
   - Any additional information you would like the selection committee to consider

3. Professional Resume (1-2 pages)

4. Unofficial transcript

We will review applications in early February and conduct interviews (by phone or on campus) in mid to late February. Decisions will be made by mid-March 2018.

For further information, please contact Dr. Catherine Weaver, Co-Director, Innovations for Peace and Development, at ceweaver@austin.utexas.edu.

1/11/2018 - AIR internship

In years past, Kathleen Murphy of SEDL here in Austin, TX has communicated with you or your predecessor about a graduate student internship opportunity, the “SEDL Scholar.” The intern has worked with what was then SEDL’s Disability Research to Practice program on various disability-related research, training and dissemination activities.

In 2015, SEDL merged with the American Institutes for Research, www.AIR.org. The internship opportunity still exists, but has been renamed and integrated into AIR’s HR processes.

Should you have graduate students who may be interested in a part-time internship related to disability research this spring or summer 2018, please feel free to forward the links below to them for their review. We are especially interested in interviewing students who themselves may have disabilities.
Please let me know if you have any questions, but all application materials must be processed via AIR's online application system.

Best,
Tracy

Tracy Bauman
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Disability & Rehabilitation
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tbauman@air.org
512-391-6517 (voice)
800-266-1832 (KTDRR toll-free)
800-761-7874 (KTER toll-free)
512-391-6578 (TTY)
www.air.org